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CAREERS

for university graduates

JUNIOR EXECUTIVE OFFICERS

FOREIGN SERVICE OFFICERS



WITH THE GOVERNMENT OF CANADA

Some of the facts in this booklet will be familiar to you; some of them will surprise you.

Think of any occupation or profession that can be found anywhere in Canada. Chances are it can be found in the Government of Canada.

Think of the variety of personalities, skills, and interests on your campus. Chances are their counterparts can be found in the Government service.

Perhaps it never occurred to you that work in the Government service is challenging or that nowhere else in Canada is there a greater number of diverse and interesting careers.

This booklet will tell you about these careers and the sort of people the Government of Canada is looking for in the search for its senior executives of tomorrow.

Generally speaking selection is made on the basis of good academic record, experience, maturity, versatility and potential for development.

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INTRODUCTION



The Government of Canada needs creative and intelligent university graduates to assist in carrying out the astonishing variety of tasks associated with our national social and economic development.

This booklet is one of a series informing university students about these challenging tasks and about the many career opportunities with the Government. It will tell you about the wide scope of work of a Junior Executive Officer or a Foreign Service Officer : work that calls for as large a variety of personalities, skills and interests as can be found on any university campus, in business, or in industry. Any conceivable occupation or profession in which a university graduate might be interested is found in the Government service, whether it is of a commercial, economical, social, or political nature. And for all these occupations or professions,

the Government is interested in employing the best.

What sort of work will you be doing if you join the Government service ?

From the start, you will be responsible for difficult and diverse work using the skills you learned at university. Indeed, it is not unusual for the new officer to start work on a project the first day on the job. The development of your career and your personal satisfaction is related to many things; especially to your aptitudes and preferences and your ability to identify these and relate them to the opportunities before you. Your advancement depends on your demonstrated ability. But the work you prefer and the interests you wish to develop are things that you must assess for their worth to you. Work with the Government is difficult and challenging, the more interest and energy you put into your career the more rewarding it will be.

As you increase your capability you will be given increasing opportunity, responsibility, and authority to carry out ideas. You will be encouraged to show your initiative, judgement, and adaptability. Work with the federal Government calls for competence in integrating, co-ordinating, and carrying out a variety of activities. And your own enterprise is often combined with the collective efforts of your colleagues; men and women who possess the same intellectual ability and the same general interests as yourself.

This congenial environment is but one of the advantages of working in the Government service, for you will have the opportunity to further your knowledge and diversify your interests. Finally, there is the unequalled opportunity of contributing to the planning and execution of national public policy.

JUNIOR EXECUTIVE OFFICERS



Junior Executive Officers may have specialized in Political Science, Economics, History, English, Law, Sociology or other subjects, or they may have taken a general degree. They may work in a special aspect such as economic research or in a more general area of administration. As a Junior Executive Officer you may have an opportunity to choose either. In the future if you wish to transfer from research to administration you will have many opportunities to do so.

Who are Junior Executive Officers? They are university graduates who are selected on the basis of their present qualifications and their potential to develop in one or more of the fields described in the following pages.

The search for future senior progressive administrators begins years before they are needed. Today you will encounter many capable men and women who were once JEO's and who are now playing an essential role in almost every department of government. They are today's division chiefs, heads of personnel, senior administrators and advisors on policy matters. The calibre of these former Junior Executive Officers and the valuable contributions made by them have played an important role in the development of Canada's civil service as one of the best in the world. They are given special courses and training on the job to assist in their development as they move towards the higher positions.

If you are selected to be a Junior Executive Officer your assignment to a specific department will be made

after you initially report for duty to the Civil Service Commission in Ottawa. This will provide you with the opportunity to interview and be interviewed by officers of several departments that interest you as well as to see and compare the careers in the various departments. On the basis of your preferences and the interests of the departments concerned, you will be assigned to a specific position — in most cases this will be in the department of your first or second preference.

Throughout the Government service Junior Executive Officers carry out widely diversified duties and assignments. For example, they work with personnel officers, or in the office of a minister or deputy minister, carry out research projects in the fields of history, economics or statistics, assist in the development of Canada's foreign trade or in administration in a northern settlement. Although most new officers are assigned initially at Ottawa, they may later be sent to field offices in Canada, the United States or overseas.

The federal Government believes in giving its Junior Executive Officers the maximum possible assistance in making the right choice. If you are offered appointment as a Junior Executive Officer, you will not be required to commit yourself to any one position until you have been given an opportunity to investigate and compare the available range of careers. Nowhere else in Canada will you find a wider career choice open to you. Nowhere else will you find a greater opportunity to select your own career pattern.



Wally Kozar. Within two months of joining the Department of Northern Affairs and National Resources Wally was in the Resources for Tomorrow Secretariat of the deputy minister's office. From here he moved to the Secretariat of Administration and then organized the conference for the department's educators and administrators who travel from the North to Ottawa every two years for a week-long discussion. Afterwards he worked in the personnel section until he won a competition for a position in staff training.

Wally is a graduate of McMaster University with an Honours BA in Latin and French. Because of his studies and a year he spent in France on a scholarship, Wally is bilingual. Because of this and his work in the department he was loaned to the Royal Commission on Bilingualism and Biculturalism where he was an office manager and personnel administrator. When he returned to the department Wally chose an assignment in the Minister's office. Here he acts as a liaison between the political and administrative aspects of that office. He makes sure that the Minister sees things that are urgent and he considers reports, makes studies, offers recommendations and provides information.

General Administration

Administration in the Government of Canada is in many ways similar to administration elsewhere; it has to do with things as well as people and it concerns activities of people working to accomplish common goals. It is different from elsewhere in that it also has to do with operations which fulfill national public policy. All this calls for a high degree of skill and intelligence.

The expression "general administration" is merely a term of convenience and is used here for descriptive purposes. It is a broad term and, in the broadest sense, it could be said to include those who work in personnel, in purchasing and supplies, in employee relations, in welfare, in community development, as assistants to senior officials or as office managers overseas. It is also an avenue of entry into certain specialized functions, including O and M (organization and methods). Administrators often direct staff, carry out research programs, recommend policy, bring into effect the programs and policies of the federal government, or any combination of these functions. Their spectrum of responsibility can range from Eskimo housing to foreign aid programs, and their titles cover the span from Junior Executive Officer to Deputy Minister.

The administrator does not have to be a specialist, at least not in the sense that a doctor has to be a specialist. The administrator may, however, be a specialist by training. For example, an administrator in the Department of Mines and Technical Surveys might have a degree in geology or in civil engineering. Nevertheless, for the majority of positions in the field of general administration, there is no particular degree

requirement. Each year, government departments employ Junior Executive Officers who have studied almost every imaginable course offered in the universities. In selecting Junior Executive Officers for general administration, emphasis is not placed totally on academic performance but on general quality, that is, evidence of what an administrator should be.

A good administrator is an independent thinker, logical yet intuitive. Many of the problems given to him are difficult to solve and usually there are many things to consider : the present situation, the objective, the choices, and the anticipated consequences that must be compatible with public interest. Your experience in student government and other organizations would be useful here, because an administrator must use ideas and facts to plan, organize and direct. He must see the needs for better methods and be able to put his ideas across to others, foresee the strengths and weaknesses of his proposals, and be able to present these clearly and concisely orally or in writing. Effective communication is one of the most important skills the administrator can develop.

An administrator must acquire a clear and thorough knowledge, not just of his section or of his department, but of the entire government machinery and its relationship to other elements of Canadian social, economic and political reality.

A successful administrator must be a leader. He or she must have an active, questioning mind, be able and willing to put forward new ideas and constructively criticize old ones. The administrator is a builder, and must always improve on the present and the past. The government administrator also builds his own career, experience by experience. The variety of these experiences over a lifetime is so great that it is impossible to describe in a booklet of this length.

However, an indication of general administration positions available in the departments can be found on page 20 of this booklet under the title "Departmental Profiles".

Personnel Administration

The social, economic and technological changes of our society have brought many innovations to the field of personnel administration in recent years. An indication of these developments is the varied terminology used today in public personnel work such as : automation, collective bargaining, management analysis, manpower analysis, pay research, program evaluation and work study. Specialized training is not required to appointment as a Junior Executive Officer in this field but for some jobs an academic background in specific disciplines may be desirable.

Because of the increasing importance of personnel administration, the government needs competent officers in this field. Because of the changes in personnel administration, the classification and salaries of personnel administrators were recently adjusted to reflect the increasing professional status of this work and to create career opportunities which parallel those in other professional fields.

One of the best known functions in personnel administration is personnel selection which is the evaluation of many people by interviews, tests, and other means to find the right person for a particular job. But this is only one of the many diversified and equally important areas including :

- *recruitment* — which is closely related to personnel selection and involves determining sources of supply and attracting persons to apply for employment by establishing personal contacts, by speaking engagements, correspondence, and advertising;
- *job evaluation and classification* — involving the study and analysis of jobs and duties to establish levels of authority and salary;
- *pay research* — which is used to determine salary levels involving extensive surveys and comparative research to ensure that federal government salaries are maintained on a reasonably comparable basis with those in industry;
- *staff development and training* — by which new employees are trained and, from time to time, all employees are trained to refresh or increase their skills. Because the service needs highly skilled executives, it is necessary to carry out managerial and executive training, including courses, transfer, rotation, and other things. Training of this sort is developing and more qualified officers are needed to work in this field;
- *staff administration* — where personnel administrators are responsible for all staff matters from counseling to assisting in the creation of career development programs; they play a vital role in the functioning of government departments.

Opportunities for this type of employee are available in many of the departments which are listed on page 20 of this booklet. The majority of positions are in Ottawa, though some are in field offices in various cities across Canada, and a few involve opportunities for travel.

Training

If you are appointed as a Junior Executive Officer in general or personnel administration, you will be eligible for a course in basic public administration, conducted by the Civil Service Commission. The course will be held as soon as you have become familiar with the operational processes of your own department, and have acquired the knowledge and skills necessary for a fully competent performance of your job. The course covers the principles and practices of public administration and includes lectures, discussion groups, reading and writing assignments, seminar work, conference skills and case studies. In some departments the training on the job is supplemented by a formal course dealing with departmental objectives, functions, organization and procedures.

Work in some positions includes rotation through various branches and divisions of a government department. Other positions involve work in one specific area of department. Most positions are closely associated with responsible officers and as a result most Junior Executive Officers have the opportunity to gain a good grounding in junior and middle government. They are encouraged to express their views both in the course of their duties and on the training program.

A valuable aspect of the program is the opportunity you will have to meet frequently with the other Junior Executive Officers both socially and on a business basis. The friendships which you develop and the contacts which you make will be of value to you for years to come.

Business and Industry

Trade Promotion Specialists

These officers provide liaison between Canadian exporters and foreign buyers. Their primary responsibility is to put into action the trade promotion programs of the Department of Trade and Commerce. They familiarize themselves with production and supply conditions in Canada, and by studying reports from trade commissioners and other sources abroad, inform Canadian industry of the export potential in world markets.

Depending upon the needs of the moment, the usual academic requirement is specialization in one of the following: Engineering, Science, or Commerce, and sometimes Forestry or Agriculture.

Officers in this part of the department become trade specialists in such fields as engineering services and plant equipment, electrical and electronic equipment, transportation and agricultural equipment, ferrous and non-ferrous metals, lumber, pulp and paper, chemicals and petroleum products, rubber and plastics, as well as in a wide range of commercial and consumer products. They visit industries, attend and address meetings of public associations and prepare production reports and market surveys. They analyze data, provide information on trade opportunities and advise on the export potential of products in markets abroad. They sometimes assist with arrangements for displays in trade fairs and serve as delegates to international commodity conferences.

Trade Practices Specialists

Each year a few Junior Executive Officers with specialization in Economics or Commerce are employed by the Department of Justice to assist in economic enquiries and investigation of restrictive trade practices.

They help administer Canada's anti-combines legislation to keep competition free and open as a stimulus to the achievement of maximum production, distribution and employment.

Industrial Development Specialists

These officers in the Department of Industry establish and maintain liaison with industries and obtain information about all aspects of manufacturing activities. They plan, and carry out comprehensive studies on a variety of subjects such as material and product development, industrial development, research, financing and markets.

Industrial Development Officers provide advice and assistance for the establishment of new manufacturing facilities and for the growth and improvement of companies now in existence. To do this, officers must keep abreast of scientific and economic developments and work closely with other federal government departments, provincial governments, trade associations, and companies.

* * *

In the general area of "Business and Industry", Junior Executive Officers are sometimes also required in other government departments for duties involving labour-management relations, or accounting, or auditing.

Economics and Finance

In carrying out the responsibilities of the federal government to the Canadian people, many departments are required to make decisions affecting the economic welfare of organizations, industries, and individuals. This involves research into economic factors which affect the lives of millions of Canadians.

Because of their specialized training and ability, officers working in the fields of economics and finance are particularly well equipped to play a prominent role in the formulation and carrying out of government economic policies and programs. And the increased complexity of social and economic factors related to this development has increased the number of career opportunities for university graduates who have specialized in economics.

For all positions in economics or finance you must have a specialization in Economics or related subjects. For certain positions you must have an honours major, or a post-graduate degree, in Economics and Finance. However, any candidate with ability in this area is given serious consideration, regardless of academic specialty.

A Junior Executive Officer in this field is generally occupied in obtaining relevant data and carrying out analytical assignments on particular projects. He gets valuable training in research methods, and a background for dealing with economics in a variety of fields including industrial, commercial and foreign trade, international economics, federal-provincial financial arrangements, employment and industrial relations, housing and welfare programs, northern development

and other regional matters, government subsidies, taxation policies, economic and financial forecasting and labour market surveys.

As the Junior Executive Officer progresses in his career and demonstrates the ability to make sound recommendations and decisions, he is given greater responsibility and is called upon to direct the work and development of other staff members. At the senior levels, he may become an important professional advisor to his department or to Canadian delegations at international conferences.

Most officers in economics and finance are first located in Ottawa, but some departments employ a small staff in their field offices in other centres across Canada. In some positions there are opportunities for travel both in Canada and abroad.

Each year Junior Executive Officers who are qualified are employed in a number of departments including, in particular, the following : Agriculture, Dominion Bureau of Statistics, Finance, Fisheries, Labour and Trade and Commerce.

Statistics

Economic and Social Analysis

The growing complexity of the economic and social developments of our society makes it more and more necessary to measure these developments to understand their nature and magnitude. New developments bring problems which can be effectively handled only through analysis and measurement.

For most positions it is desirable that applicants have specialized in one or more of the following : economics, sociology, mathematics, business administration or education, along with a course or two in statistics.

University graduates who want a career in this area will find a variety of professional positions available in a number of government departments — the majority of openings are in the Dominion Bureau of Statistics, the core of Canada's statistical system.

The bureau carries out investigations into what is being done or not being done in Canada in such fields as foreign trade, company operations, and population changes. The scope of the work is as broad and complex as our society itself.

Later in his career the Junior Executive Officer may become an administrator, research worker, mathematical statistician or specialist in some economic or sociological area of national interest. Many of these areas, in the bureau and in other government departments, are economic in nature. Others may be demography, health, welfare, criminology, or education.

History

Canadians are taking an increasing interest in their own history, and graduates with a specialization in Canadian history are needed to work in the Public Archives where source material is preserved for public use. History graduates who work in the Archives must also have an interest in administration and enjoy frequent contacts with a public that includes post-graduate students, professors and others interested in particular aspects of Canadian history. The work may involve trips to universities or other places for research purposes.

Each year a few Junior Executive Officers are selected for careers in this expanding area of historical research and archives management. The collection of material in the Archives includes photographs, prints, drawings, maps and manuscripts, the private papers of important Canadians, and valuable selected records of federal government departments.

Some Junior Executive Officers may also be employed on special research projects, such as those which are now underway for the commemoration of the Canadian centennial year. Graduates with specialization in History are also required for the Historic Sites Division of the Department of Northern Affairs and National Resources.

FOREIGN SERVICE OFFICERS



in each department these officers must have certain qualities in common. They must be personally suitable to this demanding work and be able to exercise independent judgement and tact. They must be able to assume increasing responsibility to work effectively with others, and of course, be willing to serve anywhere in the world. Although they all perform three basic functions : representation, negotiation, and reporting, Foreign Service Officers in Citizenship and Immigration, generally speaking, are the overseas immigration service; those in Trade and Commerce, the trade commissioner service, and those in External Affairs, the diplomatic service.

Foreign Service Officers must interest themselves in and understand social, political, economic, and commercial matters. The Foreign Service Officer will spend most of his career abroad in diverse situations, doing a variety of tasks from public relations to administration. His job does not end for the day at closing time, it is his life, more so than most other jobs. Nevertheless, there are compensations for any personal sacrifices. The work is interesting, even adventurous, and the officer's wife will be able to help her husband to a greater degree than is possible in many other careers.

Foreign Service Officers have the important responsibility of officially representing Canada in other countries. Three departments have positions for these officers : Citizenship and Immigration, Trade and Commerce, and External Affairs. Though duties are not the same

Citizenship and Immigration

The duties of a Foreign Service Officer with this department include selecting people immigrating to Canada, on the basis of social, economic and labour conditions in this country. Many agencies, public and private, co-operate in this endeavour. The officer plays a major role in the implementation of Canada's immigration policy, reviewing applications for admission to Canada, maintaining liaison with government authorities and public bodies, and providing information to countless persons in all walks of life.

Some centres where Foreign Service Officers are stationed include : Dublin, Belfast, Liverpool, Leeds, Bristol, London, Glasgow, Helsinki, Oslo, Stockholm, Copenhagen, Hamburg, Cologne, Berlin, Stuttgart, Munich, The Hague, Brussels, Paris, Lisbon, Rome, Berne, Vienna, Athens, Tel Aviv, Cairo, New Delhi, Hong Kong, San Francisco, Denver, Chicago, and New York.

Although no specific course of study is required in order to qualify for the foreign service of Citizenship and Immigration, courses in history, languages, and sociology would be advantageous. Fluency in English and French and in one or more foreign languages would also be useful. Please note that if you apply for this work you will not be required to write the additional essay-type examination necessary for applicants for similar positions in the Departments of Trade and Commerce and External Affairs.

Training

If appointed to the Department of Citizenship and Immigration, you will participate in a comprehensive



Jean Deschenes. When Jean entered the service as a Junior Executive Officer with the Department of National Health and Welfare he had no idea that he would become a Foreign Service Officer with the Department of Citizenship and Immigration a year later.

Jean graduated from Laval University with a MA in Social Sciences, emphasising public administration. While at university he was editor of the student newspaper *Le Carabin* and was director of International Club.

After one year in the service Jean became interested in the manpower needs of Canada and decided immigration work can play an important part in fulfilling these needs. He transferred and after a training period went to Paris where he is counselling people about immigration. Part of his work during his three years there will include public speaking and travelling.

departmental training course which will extend over a two-year period in Ottawa and other Canadian centres and you will be sent on a cross Canada tour. You will be trained in virtually every phase of immigration work in Canada with special attention to the practical application of the instruction you receive. Once overseas you will be trained on the job and will be able to use your previous instruction under field conditions.

External Affairs

The special functions of the Department of External Affairs are to maintain Canada's relations with other countries, to protect and promulgate Canada's interests abroad, and to participate in international organizations. To do this the department has diplomatic contacts through its own missions abroad and with representatives of other governments in Ottawa. It negotiates and concludes treaties and other international agreements and provides Canadian representation at international conferences. It gathers and assesses all the available information likely to affect Canada's international relations.

At a post abroad a Foreign Service Officer establishes, develops, and maintains personal and official contacts in that country. If he works in the political or economic section he regularly meets with officials of the government (particularly in the foreign ministry) with politicians, businessmen, and other groups. He studies and assesses published material to collect, collate, and evaluate information that forms the basis of interpretative reports to headquarters. Under guidance he also consults with officials of that government on matters of interest to the Canadian government.

An officer working in the information section keeps in touch with journalists, educational institutions, cultural groups, and related government agencies. He sees that Canadian policy and the Canadian way of life become better known and may occasionally do this by public speaking.

In consular work an officer deals with government officials and the public. Sometimes he will also deal

with immigration matters and with Canadians residing in or visiting the country. Officers may also be given some administrative work.

As part of his representation duties abroad, an officer is expected to attend a variety of functions and to do some social entertainment.

The department maintains some 70 posts in more than 50 countries, as well as a headquarters staff in Ottawa. Foreign Service Officers — who comprise 80 per cent of the department's officer corps of more than 450 — serve both in Ottawa and at posts abroad, and in the course of a career can expect to spend between one half and two thirds of their time abroad and the remainder in Ottawa.

In Ottawa the Foreign Service Officer works in one of the department's 25 divisions. Some divisions deal with political problems in specific areas, while others are concerned with international organizations, economic or consular questions, or matters involving departmental administration. The officer assists senior officers in his division and is made responsible for part of the work of the division.

The Department of External Affairs does not insist that an FSO have academic training in any particular subject though applicants usually have studied one or more of political science, economics, law, languages or history or they may have post-graduate training in these or other fields.

A knowledge of foreign language, although not a formal requirement for entry, is of obvious value in the foreign service. Proficiency in English and French is also being given increasing importance; a test in both languages is a part of the written examination.

Training

If you are appointed as a Foreign Service Officer in External Affairs, you may expect to spend from one to two years in Ottawa before being posted abroad. During your first, or probationary year, the department will rotate you through about half a dozen divisions where you will learn to carry out the basic responsibilities which are likely to be yours on your first posting abroad. You will also attend a series of lectures by senior officers of your department and other departments. These are designed to round out your knowledge of the Government service and Canadian affairs. After the probationary period is completed, you will probably remain in the last division to which you were assigned until you are posted abroad.

Trade and Commerce

The Department of Trade and Commerce helps to develop and maintain Canada's foreign trade. The Trade Commissioner Service is the foreign arm of the department and "Trade Commissioner" is the traditional title of its Foreign Service Officers who work abroad to foster our foreign trade and protect our commercial interests.

In promoting Canadian foreign trade, the Trade Commissioner's activities fall into three major fields of effort. His main role is to bring buyer and seller together. Usually this means a Canadian exporter and a foreign importer, but Canadian importers may also be put in touch with foreign suppliers. The Trade Commissioner acts in response to direct requests from Canadian businessmen or from his headquarters in Ottawa. He uses his initiative to bring trade opportunities to the attention of Canadian exporters. He is always alert to the prospects for trade and must gain first hand, detailed knowledge of his territory. This means he must travel extensively and maintain close contact with local businessmen and government trade officials. He acts as a liaison and as a personalized assistant to the Canadian trader. He makes introductions and facilitates connections between the Canadian businessman and the foreign customer. He may make market reports about the products that Canadian exporters wish to sell, he may provide credit information on prospective customers, and get up-to-date information on tariffs, import quotas, and exchange controls.

Reporting is a second major aspect of the Trade Commissioner's work. He provides reports in response

to specific inquiries from government departments in Ottawa or from private firms. He also initiates reports on trade matters for the use by both the government and private industries.

He prepares articles for *Foreign Trade* a magazine read by government officials and businessmen across Canada. These articles deal with trade, business, and financial conditions in the markets where he is stationed, the sales prospects for particular Canadian goods and services, and any other businessmen are kept informed on world-wide trade prospects.

In most instances, the trade post is an integral part of a Canadian government diplomatic mission, so an important aspect of the Trade Commissioner's basic responsibility is to advise the resident Canadian Ambassador, Minister, or Consul General on trade and economic matters.

The third important field of activity is representation. Every Trade Commissioner is an official representative of his country and has a diplomatic rank that carries both responsibility and privileges.

The Trade Commissioner service provides a career with variety, responsibility, scope of initiative, job satisfaction, and offers the reward of service to Canada. Since its establishment in 1895, the Trade Commissioner Service has continuously made important contributions to the growth of Canadian trade. Today there are more than 180 Foreign Service Officers who are stationed at 66 posts in 47 different countries.

To qualify as a Foreign Service Officer with the Department of Trade and Commerce, courses in com-

merce, business administration, engineering, agriculture, economics, and law would be advantageous as well as post-graduate training in these or other fields. Practical business experience is also advantageous though not mandatory. Additional credits will be given if you speak English and French and if you have a fluent knowledge of one other language.

Training

Your basic training as a new officer is in two parts. First, there is a period spent in Canada during which you will be on a departmental training course, gaining a working knowledge of the specialized roles, practices and requirements of the various branches of the department. You will become acquainted with the specialized interests and activities of other government departments and agencies interested in foreign trade. Part of this training is a coast to coast tour of Canada to get first hand familiarity with business and industry. About 14 months after entering the service you are ready for your first tour of duty abroad.

The second part of your training is on the job during your first two or three postings overseas, when you will be under the supervision of an experienced senior Trade Commissioner.

Foreign Service Postings

Foreign postings in the Departments of Citizenship and Immigration, Trade and Commerce and External Affairs are usually for two to four years, depending on the nature of the post and the needs of the department. In arranging postings, the requirements of the service are given first consideration. The movement of your immediate family and your personal and household effects, to and from your post, is provided at the expense of the department concerned. Provision is also made for travel within your territory.

Foreign Service Officers are official representatives of Canada and must do a reasonable amount of formal and informal entertaining and attend a wide variety of functions in an official capacity. Allowances are provided for this purpose, and special allowances are also given to compensate for increased living costs, to provide for education of children, to assist in the maintenance of a suitable establishment, and to study foreign languages.

Officers of the Department of External Affairs usually return to Ottawa between foreign postings, for one to three years. Officers in the Department of Trade and Commerce will also be posted to Canada periodically, usually for one to three years at a time. Normally, the Foreign Service Officer spends most of his career abroad moving, as need arises, from post to post. Ordinarily, home leave is granted on the completion of each assignment. In the case of Trade Commissioners, home leave is usually extended for business tours across Canada.

If you are interested in a career in the foreign service you may wish to subscribe to External Affairs Magazine (20 cents per issue), or Foreign Trade Magazine (20 cents per issue), by writing the Publications Branch, Department of Public Printing and Stationery, Ottawa, Ont.



Michele Laperriere. You might not expect someone with an academic specialization in 18th and 19th century comparative literature would be working for the Department of External Affairs. But when Michele graduated from Sir George Williams University with a B.A. in English, French, and Spanish studies she also had some teaching experience, had been a member of a CUS committee, had worked on the university radio program, and for two years had been cultural chairman of the Latin American Students Association.

She was ideally suited to work on the Cultural Exchange Program with Countries of French Expression as a Junior Executive Officer, arranging tours abroad for Canada's artists and musicians. After that she worked on a UNESCO project concerning scholarships for foreign post-graduate students. Under the department's scheme of rotation, she was in the protocol division where part of her work was the organization of tours for foreign dignitaries. She is now in the personnel division.

YOUR FUTURE



Career Development

Your career with the Government of Canada will be an extremely rewarding one. It will be challenging and you will need to call on all your creativity and intelligence in this unusual and worthwhile work. There will be good training programs, excellent opportunities for advancement based on your merit, and recognition for your achievements.

Once you begin your career, your training will be mostly on the job, with the opportunity to observe and learn from senior officers. There will be courses, special assignments, participation in management processes and experience in leadership. As part of your evolution to senior management you will have the opportunity to move within your department and within the service, and may also have the opportunity to work on national and international committees. You will be encouraged to continue your liberal education with particular emphasis on the social, economic, and political aspects of our society. Both English and French can be of advantage to your career in the Government service and you may have the opportunity to take a Government course in one of these languages. At various times during your career you may also be sent on management courses and if you decide to take university courses related to

your work your department may help you with the tuition.

Promotion

All promotions are made on the basis of merit. Many are made upon recommendation of the supervisor, but you will also be eligible to apply in the competitions frequently held within the service. The policy is to promote from within the service wherever possible and reasonable.

Your career can develop either within your own department or in other government departments — as you wish. You may enter competitions for a wide variety of positions and you are not restricted to the field in which you were originally appointed. For example, if you are working in economic research and later find that your interests are in the field of personnel administration, you will be as free to apply in competitions for personnel officers as those for economists, if you can meet the basic qualifications. You might find other competitions where the duties of the positions involve a combination of both functions.

Salaries

Salaries in the government service are usually increased annually and adjusted periodically on the basis

of a regular review of national averages. Starting salaries depend on academic qualifications and work experience. Although no post-graduate training or previous work experience is necessary for positions described in this booklet, higher starting salaries are paid for such training or related experience, or both.

Benefits

The benefits are many and varied. Among these are 10 holidays a year plus three weeks' vacation with pay. You will earn 15 days of sick leave each year and if unused it will accumulate from year to year. There are also other types of leave including examination, maternity, military, travel and special leave. You will have low cost term insurance and will be enrolled in one of the most comprehensive superannuation plans in Canada. The pension under this plan can be as much as 70 per cent of your average salary over a six year period of highest earnings. If you wish, you may enrol in an excellent group surgical-medical plan. In some cities, including Ottawa, there are civil service credit unions which you may join.

The Capital

As a Junior Executive Officer or Foreign Service Officer you probably will spend at least the first stage of your career in Ottawa living in the city or its environs. You will find many things that make this an interesting place in which to live and work.

New Government buildings are being located on the periphery of Ottawa to avoid congestion in the downtown area. In the nearby greenbelt are some of the open spaces, parks and flower-lined parkways that form an essential part of the National Capital Commission's plans for development of the capital. One of the largest pieces of open space is the Gatineau Park; 80,000 acres of hills, forest, lakes, nature trails, picnic

areas, and beaches, located on the Pre-Cambrian shield just across the Ottawa River from the capital. Within this park and in the surrounding countryside, there are many skiing, yachting, boating, and swimming areas.

One major concentration of year-round recreational facilities is in the modern, attractive centre of the Ottawa Civil Service Recreational Association. Here civil servants swim, square dance, discuss photography, bounce off judo mats, trade stamps, play bridge, and indulge themselves in numerous activities. Some other facilities for relaxation or study in Ottawa include the National Gallery, the National Museum and other museums, and three universities.

Indeed, in and around Ottawa there are facilities for many types of recreation including tennis, golf, curling, theatre, film societies, concerts, and art exhibits.

EMPLOYMENT DETAILS



Qualifications

1. To be considered in the competition for appointment as a Junior Executive Officer or Foreign Service Officer you must be a graduate or in your final year of study at university. If you are in your final year, appointment is subject to university graduation. Additional credits will be given for post-graduate training and related experience.

2. The maximum age limit is 31; that is, you must be under 31 by October 20, 1965.

3. To compete for appointment as a Foreign Service Officer you must be a Canadian and have resided in Canada for at least 10 years.

4. If you are successful in the foreign service competition you will be given an extensive medical examination when you arrive in Ottawa, to confirm your fitness for foreign postings.

Usually, the graduates who are selected for the Government service have a good academic record, an ability for teamwork, are versatile, mature, and have potential for development.

Selection boards tend to choose applicants who have a "B" average or better. Experience in teamwork, as an active participant in extra-curricular and social activities such as student government, sports teams, or clubs is very useful for applicants. These experiences combined with academic training have usually developed their qualities of intellect, including critical analysis and self-expression, and provided them with a knowledge of the world in which they live. Generally,

they have initiative, judgment, poise, and the ability to get things done. Although maturity is not related to age alone, most of those selected are over 20.

Application

Details on how and when to apply can be obtained through your university Placement Office or from the Civil Service Commission, Ottawa 4, Ontario. Competition announcements will also appear in university newspapers and a poster giving the examination details will be issued in September. If you are interested in being considered for any of the career opportunities outlined in this booklet please complete a Civil Service Commission application for employment and either forward it to the Civil Service Commission, Ottawa, Ontario, or bring it to the written examination on October 20, 1965.

Please note : when filling out the application, it is in your interest to complete all sections in detail and provide complete descriptive information concerning your education and any previous employment you may have had, including summer jobs.

Method of Selection

The selection program consists of two parts; a written examination which will be held *Wednesday evening, October 20, 1965* and an interview for all candidates who are successful on the written examination. If you wish to be considered for a foreign service career in External Affairs or Trade and Commerce you must write an essay-type examination and a language test *Thursday evening, October 21*, as well as the written examination the previous evening. This essay-type examination is not required for you to be

considered for a career in the foreign service of the Department of Citizenship and Immigration.

Each year a number of university students who do not write the examination in the fall, later decide they are interested in employment with the Government of Canada. Unless they have written this examination, they cannot be considered for the many employment opportunities available through this competition until the following year. So that you will not encounter this problem, you would be well-advised to write this examination, even though you may not have ascertained the career that is best for you. If you are offered a position in the new year, you will be able to make your decision on the basis of your interests at that time.

The written examination is a test of intellectual ability. On the basis of the results of this examination, candidates will be selected for interviews. The interview is designed to establish the work areas of interest to you and to assess your suitability for these areas. The interview team will give you a comprehensive briefing on the careers available and you will have the opportunity to list your preferences. You are free to express preferences for as many positions as are of interest to you and you will be given full consideration in all.

Allowances

Usually most of the new officers report for duty to Ottawa between May 1 and July 1. Those who come to Ottawa from distant parts of Canada are given financial assistance with their travel expenses. Canadians studying outside of Canada may be assisted in a similar manner with their transportation expenses to Ottawa from their port of entry into Canada.



Jean Real Caux. Discussing electrical imports with the Venezuelan representative of a Canadian company is part of Jean's work in Caracas as an Assistant Commercial Secretary with the Department of Trade and Commerce. After this meeting Jean will visit the offices and the warehouse of the importer-distributor of this material.

Jean is a graduate of the Seminary of Quebec where he received his B.A. and is a graduate of Laval University where he received his B.Sc. and Soc. an M.A. in Literature and History, and an M.A. in Political Science. While at university he was commissioned as a

Lieutenant in the army under the C.O.T.C. scheme. He served as personnel officer for two summers and as a recruiting officer for 11 years.

About 15 months after he joined the Department of Trade and Commerce he received his first posting, as Assistant Commercial Secretary, to The Hague. Two years later he was cross posted to Lagos and then 18 months later he went to his present posting in Caracas.

DEPARTMENTAL PROFILES • • • • • * * * * *

The Department of Agriculture is responsible for production and marketing, economic and statistical research, and information and legislation concerning agricultural products. It also carries out research and administration in the fields of crops, soils, entymology, animals, and plant pathology.

The Air Transport Board's functions extend to the licensing of persons to operate commercial air services, the regulation of air carriers, making investigations and surveys on the operation and development of commercial air services in Canada, and administering all matters relating to the civil aviation.

The Auditor General's Office examines accounts relating to the Consolidated Revenue Fund, to public

property, various Crown Corporations and other public agencies. It also calls attention to any unauthorized or uncertified expenditure, any loss through fraud, any special payment by warrant or any other irregularities.

The Canadian Government Travel Bureau (Department of Trade and Commerce) promotes travel to Canada by advertising and publicity campaigns in the United States and Britain, through ground-floor travel counselling offices in New York, Chicago, San Francisco and London, and by sending a wide variety of travel literature and information in answer to travel enquiries. More than a million such enquiries each year flow into the bureau's Ottawa headquarters, and into its offices and Canadian Trade and diplomatic offices abroad. The bureau also helps co-ordinate the efforts of the provincial travel bureaus, the carriers and other agencies attracting visitors to Canada.

The Department of Citizenship and Immigration is responsible for developing greater understanding of Canadian citizenship and ethnic group relations through technical and financial assistance, and for administering and interpreting the Canadian Citizenship Act. It also recruits, selects, admits, settles and places persons seeking entry into Canada. Its responsibility for admi-

nistration of the Indian Act involves management of trust funds, education, social welfare, development, enfranchisement and Indian reserves.

The Civil Service Commission is the central personnel agency of the Government and is mainly concerned with staffing the civil service. It deals with appeals concerning competitions and rights of civil servants, carries out information and publicity programs, and provides a consulting service for departments on various aspects of management. It also conducts staff training courses and carries out a variety of research.

The Office of the Comptroller of the Treasury (Department of Finance), is responsible for ensuring that no unauthorized or excessive payments are made by government departments or agencies. It also issues cheques and provides accounting services for all departments, and prepares public accounts and other financial statements of the government.

The Department of Defence Production is responsible for the purchase and acquisition of defence supplies and the construction of defence projects. It is also concerned with the mobilization, conservation and co-ordination of Canadian economic and industrial facilities, the stockpiling of essential materials, capital

assistance, and for entering into contracts to meet the requirements of the defence program.

The Dominion Bureau of Statistics is the central statistical agency for Canada. Its function is to compile, analyze and publish statistical information relative to the commercial, agricultural, industrial, financial, social and general condition of Canadians. It also conducts a census of population of Canada.

The Department of External Affairs is responsible for the conduct of official relations between Canada and other countries, Canadian participation in international organizations, and protection of Canadian rights and interests abroad. Its functions also include dealing with foreign policy aspects of defence, disarmament negotiations, financial, commercial and general economic questions of international nature, disseminating information abroad concerning Canada, advising on questions of international law and interpretation of treaties, and matters of diplomatic protocol, precedence, privileges and immunities.

The External Aid Office is responsible for the operation and administration of Canada's program of international development assistance, including economic, technical and educational assistance under the Colombo

Plan, the Commonwealth Caribbean Assistance Program, the Special Commonwealth Africa Aid Program, the Commonwealth Scholarship Plan, and the Independent French-speaking African States Program.

The Department of Finance is responsible for various domestic and international questions involving the economic policies and programs of the Government. Its functions include reviewing, analysing and advising on economic conditions and prospects, taxation and other fiscal policies, banking and financial measures, commercial policy and tariff questions, participation in international economic organizations (e.g. World Bank, International Monetary Fund), external aid programs, social welfare policies, federal-provincial economic and financial relations, housing, and economic problems of the resource industries. It is also concerned with departmental policies and programs involving government expenditures.

The Department of Fisheries is responsible for conservation and development of Canadian fisheries, the operation of fish-culture establishments, management of spawning streams, and control of predators, the inspection of fish products for quality control, the encouragement of industrial development and promotion

of fishery products and the fishing industry as a whole.

The Department of Forestry promotes improved management and protection of forest resources, more effective use of wood products and the improvement of the competitive position of Canada's forest industries. It conducts comprehensive programs of research relating to forestry and the use of forest products. It also promotes and recommends measures for protection of Canada's forest resources.

The Department of Industry is responsible for assisting and encouraging the growth of Canadian manufacturing industry. Departmental representatives assist Canadian secondary industry in such diverse fields as material and product development, industrial research, area development, finance and marketing. They work in the closest co-operation with provincial and municipal development officers.

The Department of Insurance is responsible for valuations of policy liabilities of registered insurance companies, the compilation of insurance statistics, actuarial services for government departments and administration of civil service insurance. It also examines insurance companies and verifies their annual statements.

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The Department of Justice provides legal services to the Government, prepares legislation, regulates and conducts litigation for or against the Crown, and administers the prison system of Canada. It is also responsible for investigating combines and other restrictive practices and for submitting evidence on these matters.

The Department of Labour conducts inquiries into important industrial questions, publishes statistical and other information relating to labour conditions, carries out economic and social analyses and research in the labour field, studies labour legislation in Canada and co-ordinates work with the International Labour Organization. It also deals with government annuities, industrial relations, wages and fair employment practices. It is responsible for assisting workers to find suitable employment, and employers to find suitable workers. It provides for the compulsory insurance of employed persons and provides weekly payments for limited periods if these persons become unemployed.

The Department of Mines and Technical Surveys provides technological assistance in the development of Canada's mineral resources through studies, investigations and research in the fields of geology, mineral dressing, and metallurgy, and carries out geodetic,

hydrographic, topographic, legal and other surveys to develop the Canadian economy.

The Department of National Defence is responsible for the control and management of Canada's three armed forces, and all related defence matters. It is responsible for the construction and operation of all defence establishments and works for the defence of Canada.

The Department of Health and Welfare has charge of all matters relating to the promotion or preservation of the health, social security and social welfare of the people of Canada. It administers the National Health Program, the federal aspects of emergency health and welfare services, the provision of health, medical and hospital services to Indians and Eskimos. It also provides consultative services to the provinces, the supervision of public health facilities, and the distribution of information relating to public health.

The Department of Transport has the management, charge, and direction of all government railways, canals and marine services, including lighthouse services and other aids to navigation, steamship inspection, nautical services and floating equipment. It is also responsible for air services which include maintenance and opera-

tion of airports, control of flying operations, meteorological services and radio services.

The Department of Veterans Affairs deals exclusively with matters affecting veterans and their dependants, its major functions being concerned with medical treatment and allowances, payment of pensions, welfare work, land settlement and rehabilitation of the disabled.

If you wish to obtain further details concerning the responsibilities of government departments, a publication "Organization of the Government of Canada" is available at a cost of \$2.50, by writing to the Publications Branch, Department of Public Printing and Stationery, Ottawa, Ontario.



Dave McJanet. Dave works at one of the five 'desks' in the Office of Trade Relations in the Department of Trade and Commerce. He deals with the Commonwealth, an area familiar to him because of his M.A. from Columbia University which he took after graduating from Queen's University in Political Science.

While at Queen's he was publicity manager for the Glee Club, a member of the men's residence committee, and took part in the model parliament; all of them activities that gave him experience he now puts to use.

Dave entered the department not just for his interest in the work but for a combination of factors. Naturally he is very interested in what he is doing, it makes use of his training. But Dave also wanted the chance for personal development, he wanted to work with people who are receptive to new views, and he wanted to satisfy his sense of public responsibility by being in the front line of activity.





Ian Midgley. After he graduated with an MA in Economics from the University of British Columbia, Ian decided he would like to put his university training to use as a specialist. He joined the Dominion Bureau of Statistics where one of his assignments has been to analyze the inter-industry flow of goods and services for Canada in 1961, tracing sales between industry and final demands. This type of study is used by the government in making its labor policy program.

For economists, opportunities in the government are good and for those such as Ian who like to deal with economic statistics opportunities are extremely good.

Although Ian chose DBS because he wants to specialize in statistics later in his career, he hopes to move into administration and he felt that the government service has the scope for him to do both.

OTHER INFORMATION

This booklet is one of a series prepared for university students. The others are :

PHYSICAL SCIENCES
ENGINEERING
BIOLOGICAL SCIENCES
MEDICAL SCIENCES, DIETETICS AND
SOCIAL WORK
LAW
LIBRARY SCIENCE
BUSINESS ADMINISTRATION, COMMERCE,
ECONOMICS AND FINANCE

Copies may be obtained from your University Placement Office or from any office of the Civil Service Commission, Ottawa 4.

Canadian Students Studying Abroad :

Students in the United Kingdom should address their requests for further detailed information to :

Office of the High Commissioner for Canada,
Canada House,
London, S.W. 1,
England.

Students in continental Europe should write to :

Canadian Embassy,
35 Avenue Montaigne, Paris 8,
France.

Students in the United States of America should address their requests to :

The Co-ordinator of University Recruitment,
Civil Service Commission of Canada,
Ottawa 4,
Canada.

CAREER OPPORTUNITIES INDEX*

CAREER OPPORTUNITIES	For Job De- scrip- tion	Accounting	Agriculture	Archaeology	Anthropology	Arts General	Commerce	Economics	Education	History	Languages	Law	Mathematics	Political Science	Psychology	Public and Business Admin.	Sciences and Engineering	Sociology	Statistics
	Page	JUNIOR EXECUTIVE OFFICERS																	
General Administration	3	W	W	W	W	W	X	X	W	W	W	X	W	X	W	X	X	X	W
Personnel Administration	4		W		W	W	W	X	X	W	W	X	X	X	X	X	X	X	X
Economics and Finance	7	W	X		W	W	X	Y					X	W		W		W	X
Statistics	8	W	X			W	X	X	X				X	W		W	W	X	X
History	8			X	W			W		Y				X		W		W	
Business and Industry	6	W	X			W	X	X	W	W	W	X		X		X	X		W
		FOREIGN SERVICE																	
Citizenship and Immigration	10			W	W	W	W	W	W	X	X	W		W	W	W		X	
External Affairs	11			W	W	W	W	W	X	X	X	X		X	W	W		X	
Trade and Commerce	12		X			W	X	X		W	X	X		X		X	X	W	W

***Code**

W—Useful for positions in this field.

X—Very useful for some positions in this field.

Y—Specialization in this is normally required for these positions.

NOTE : 1. Courses not specifically listed above may also be applicable to some positions in this competition.

2. Postgraduate training is highly desirable.

QUALIFYING EXAMINATION — OCTOBER 20, 1965

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NOWHERE ELSE WILL YOU FIND MORE OPPORTUNITIES THAN, *